STATE OF ILLINOIS—

Board of Administration.

RULES AND REGULATIONS

Revised June 1, 1913,

for the government of the

Elgin State Hospital,
Kankakee State Hospital,
Jacksonville State Hospital,
Anna State Hospital,
Watertown State Hospital,
Peoria State Hospital,
Chester State Hospital,
Chicago State Hospital,
Alton State Hospital,
Psychopathic Institute,
Lincoln State School and Colony,

Under the control of the Board of Administration.

OFFICE OF THE BOARD
State Capitol, Springfield.

STATE OF ILLINOIS

Board of Administration.

RULES AND REGULATIONS

Revised June 1, 1913,

for the government of the

Elgin State Hospital,
Kankakee State Hospital,
Jacksonville State Hospital,
Anna State Hospital,
Watertown State Hospital,
Peoria State Hospital,
Chester State Hospital,
Chicago State Hospital,
Alton State Hospital,
Psychopathic Institute,
Lincoln State School and Colony,

Under the control of the Board of Administration.

OFFICE OF THE BOARD
State Capitol, Springfield.

SPRINGFIELD:
ILLINOIS STATE JOURNAL CO., STATE PRINTERS
1913

362
IR62TU Econ
ECONOMICS
DEPARTMENT

STATE OF ILLINOIS
BOARD OF ADMINISTRATION.

FRED J. KERN, *President.*

B. R. BURROUGHS, *Secretary.*

FRANK D. WHIPP, *Fiscal Supervisor.*

FRANK P. NORBURY, M. D., *Alienist.*

THOMAS O'CONNOR.

Elgin State Hospital, Elgin, Illinois.

Kankakee State Hospital, Hospital, Illinois.

Jacksonville State Hospital, Jacksonville, Illinois.

Anna State Hospital, Anna, Illinois.

Watertown State Hospital, Watertown, Illinois.

Peoria State Hospital, Peoria, Illinois.

Chester State Hospital, Menard, Illinois.

Chicago State Hospital, Dunning, Illinois.

Alton State Hospital, Alton, Illinois.

Psychopathic Institute, Kankakee, Illinois.

Lincoln State School and Colony, Lincoln, Illinois.

67N13Z.T.
24513

Digitized by the Internet Archive
in 2022 with funding from
University of Illinois Urbana-Champaign Alternates

https://archive.org/details/rulesregulations00illi_6

RULES AND REGULATIONS.

(Revised June 1, 1913.)

The activities of these institutions shall be divided into the following departments:

The Medical Service.
The Nursing Service.
The Business Administration.
The Mechanical Department.
The Farm.
The Garden.

The Medical Service.

The Medical Service shall consist of the superintendent, the assistant superintendent, physicians, assistant physicians, medical internes, dentist, dental interne, pharmacists, stenographers for the medical service, and clinical clerk.

The Nursing Service.

The Nursing Service shall consist of a chief nurse, supervising nurses, charge nurses, nurses, pupil nurses, attendants and hydrotherapist.

The Business Administration.

The Business Administration shall consist of the following divisions:

The Accounting Department.
The Store.
The Industrial Service.
The Domestic Service.
The Culinary Service.
The Driving Department.

The Accounting Department shall consist of a chief clerk and necessary assistants.

The Store shall consist of a storekeeper and necessary assistants.

The Industrial Service shall consist of an industrial teacher, a shop foreman, and necessary assistants for each.

The Domestic Service shall consist of a head housekeeper, a head laundryman and a head seamstress, and necessary assistants for each.

The Culinary Department shall consist of a dietitian, a pasteurizer, head cooks, cooks and necessary assistants.

The Driving Department shall consist of a coachman.

The Mechanical Department.

The Mechanical Department shall consist of the following: A chief engineer, assistant engineer, engineers, boiler maker, steamfitter, plumber, electrician, firemen, engineer's helpers, a head mason, masons, plasterers, laborers, a head carpenter, carpenters, a head painter, painters, a blacksmith and a tinner.

The Farm Department.

The Farm Department shall consist of a head farmer, a dairyman, a poultryman and necessary assistants for each.

The Garden Department.

The Garden Department shall consist of a head gardener, a florist and necessary assistants for each.

The Superintendent.

The superintendent shall be the chief medical and executive officer of the institution, and, subject to the Board of Administration, shall exercise entire official control over the subordinate officers and employees in the service. He shall have the general superintendence of the buildings, grounds, farm and garden, together with all stock, machinery, furniture, fixtures and equipment of every nature belonging to the institution.

It shall be his special duty to see that all officers and employees are energetic, punctual and exact in

the faithful performance of their several duties. He shall have entire control of the medical, moral and dietetic treatment of the patients. It shall be his duty to visit the wards sufficiently often fully to inform himself as to their condition and to assure himself that his directions concerning the care and treatment of the patients are being faithfully executed. He shall cause to be made, in the manner prescribed by the Board of Administration, a full and complete history of the admission, examination, classification and treatment of each patient committed to the institution. It shall be his duty to see each newly admitted case within five days following admission and to have note of such visit entered in the staff meeting record and in the clinical record of the patient. He shall be charged with the responsibility of determining when patients are sufficiently recovered to warrant their parole or discharge. He shall have power to parole and to extend the parole of patients from time to time as may be provided for by law or by rule of the Board of Administration, and to discharge patients when in his judgment their condition warrants such discharge.

The superintendent is charged with the carrying on of all correspondence of every nature concerning the institution's administration and pertaining to patients, and it shall be his duty to delegate such portions of this correspondence to the assistant superintendent, members of the medical staff and chief clerk as in his judgment will best serve the interests of promptness, thoroughness and unfailing courtesy. It shall be his duty to require subordinates who assume any portion of the correspondence, to answer fully and promptly every inquiry, and to have the letters in answer to inquiries concerning patients couched in the most courteous and respectful language. The official correspondence of the institution shall be written upon the letter-head of the institution, form of which shall be furnished by the Board of Administration, and shall, as far as possible, be signed in person by the superintendent. When authority to sign his name to letters is delegated to a subordinate officer, such letters shall be submitted to him for his personal inspection before they are mailed.

He shall have charge of the inmates' trust fund; shall accept deposits, giving his receipt therefor; and shall disburse the funds thus deposited in the manner and for the purpose requested by the friend or relative of the patient who makes such deposit, provided such disbursements shall not be made for any purpose prejudicial to the best interests of the patient or that does not have his full approval. He shall cause to be kept a set of books in the manner and form prescribed by the Board of Administration that will readily show such receipts and disbursements, with the balance on hand at the close of any day's business.

It shall be the duty of the superintendent to coöperate with the State Psychopathic Institute in the matter of instruction of the members of the medical staff, of case examinations and of case record keeping, to whatever extent is required by the Psychopathic Institute and approved by the Board of Administration.

It shall be his duty to conduct a school of instruction for attendants and a training school for nurses in the manner and form prescribed by the Board of Administration.

He shall be charged with the duty of a full and complete inspection of the accounting department, the store, the laundry, the sewing room, the shops, the kitchens, the mechanical department, the farm and garden, and their equipment, and to confer with, advise and direct the heads of all departments of the institution in carrying out the directions of the Board of Administration and the institution policies.

All of the property of the institution being under the direct care and custody of the superintendent, it shall be his duty to arrange in such manner as may be prescribed by the Board of Administration for the interchange of farm, garden and industrial products with other institutions. When, in the judgment of the superintendent, it becomes advisable to sell any live stock, produce, condemned implements, or any of the property or equipment belonging to the institution, he shall make written application to the Board of Administration for permission to make such sale, and upon their approval, shall sell in such manner as may be prescribed by the board. When

the consummation of such sale is delegated to the head of any department, the superintendent shall issue to such person a written permit to make the sale, giving full description of whatever is to be sold. After the sale has been completed, the person authorized to make the same shall endorse upon the back of the superintendent's permit the date of sale, full name and address of the purchaser, items sold with price obtained, and his own signature, and shall file the permit so endorsed with the chief clerk, together with the funds received in settlement.

It shall be the duty of the superintendent to have prepared at the close of each day's business, a detailed report of movement of population, and transmit same to the Board of Administration, as provided for by the rules of the board, and to include therewith carbon copies of all requisitions for supplies issued by the storekeeper during the day's business; also carbon copies of all orders for supplies, and carbon copy of any general or special order which he may have issued during the day.

To facilitate uniformity in making up the daily report, the following order in reporting events will be observed (General Order No. 62):

Report of Unusual Events—

1. Accidents to the plant.
2. Accidents to employees.
3. Presence of epidemic disease.
   (Name the disease and number of cases.)

Movement of Population; Admissions; Discharges—

1. By parole.
2. By escape.
3. By death.
4. By court order.
5. By order of the Board of Administration.
6. By the superintendent.
7. By any other form of discharge.

Seclusion and restraint in accordance with special orders No. 170.

Seclusion; Seclusion and Restraint; Restraint—

a.
b.
c.
d.
e.

Movement of Officers—

1. Managing officer, present or absent.
2. Assistant superintendent, present or absent.
3. Other officers absent from duty.
4. Other officers on sick leave.

NOTE—When present, managing officers must *personally* sign the daily reports in *ink*.

When these rules and regulations become effective, it shall be the duty of the superintendent to place in the hands of every employee then in the service, or who shall enter the service thereafter, and take receipt therefor, copy of a booklet which shall be provided by the Board of Administration for the guidance and direction of employees in their conduct and in their relations toward patients and to require all employees to follow strictly the rules therein set forth.

Being charged with the general supervision of all of the employees, it shall be the duty of the superintendent to require each and every employee to give all of his time to the service of the institution, and he shall forbid and prevent employees from engaging in work of any nature for private purposes.

It shall be the special duty of the superintendent to see that each and every person who visits the institution for any purpose shall promptly receive the attention, courtesy and consideration that is his due from each and every employee with whom such visitor has to do; and so to conduct the institution and its affairs that all branches of its activities where they come in contact with its patrons and the general public shall be such as will in every way commend the institution to the public.

THE ASSISTANT SUPERINTENDENT.

The assistant superintendent shall be the second ranking officer of the institution, and shall be, as his title indicates, an assistant to the superintendent in carrying out the details of the administration. During the temporary absence or illness of the superintendent, he shall succeed to the active management and have all the rights and powers of the superintendent. His engagement is for service practically continuous, and he shall be on active duty

from 8:00 a. m. to 6:00 p. m. of each day. Subject to the approval of the superintendent, he shall have entire charge of the medical service. It shall be his duty to divide the service into suitable assignments for the various members of the medical staff, taking into account that recently admitted patients and those in the infirmaries and hospital wards require a larger degree of attention, and the number of patients assigned to the various members of the medical staff shall be in suitable proportion to the requirements of the patients. Assignments in the various departments of the medical service of the institution may be changed from time to time at the discretion of the assistant superintendent with the approval of the superintendent.

Subject to the approval of the superintendent, he shall regularly detail the stenographers in the medical service to their duties, having in view that the correspondence shall be promptly answered and that case examinations and case record keeping shall always be kept up to date. He is charged with the inspection and direction of the entire system of records pertaining to patients, and it shall be his duty to require the clinical clerk to keep these records in such manner and form as may be prescribed by the superintendent. He shall have immediate charge of all drugs, medicines, medical and surgical supplies, and shall aid and direct the pharmacist in the execution of the duties of that position. It shall be his special duty closely to supervise the issuing of alcoholic liquors from the pharmacy and to see that none are used for purposes other than those of a medical agent.

He shall receive all patients who are admitted to the institutions and shall have direct charge of all the official records concerning the admission, detention, death or discharge of patients; and it shall be his duty to see that these entries are properly and promptly made and that each day's business is completely entered at the close of the day. In receiving female patients from officers or other persons, he shall see that the requirements of the law for the proper attendance of female patients are carried out in every instance. It shall be his duty to report immediately to the superintendent every

case of accident, injury or serious illness of patients that comes to his attention. Illness of officers or employees which renders them unfit for duty shall be promptly reported by him to the superintendent.

He shall visit the hospital wards or buildings for the physically sick at least once in each twenty-four hours and shall make such other visits to all of the wards of the institution as time will allow to familiarize himself with the condition of each patient and to know personally, as far as possible, all of the patients of the institution.

He shall have immediate charge of the school of instruction for attendants and of the training school for nurses, and, under the direction of the superintendent, shall carry out all of the plans for this branch of the service, and shall require that proper records of attendance and class work be faithfully kept.

His relation to the management is of such a nature that he should at all times keep in touch with the policies of the administration and use his best efforts to carry them out, and to this end, in so far as his other duties allow, he shall, by personal inspection, endeavor to familiarize himself with the condition of the physical property, the mechanical equipment, the farm and gardens, and all of the activities of the institution, that he may be better enabled to administer the affairs during any temporary absence of the superintendent.

Physicians.

All physicians shall have equal rank in the service and shall be charged with the responsibility for the immediate care of the patients assigned to them from time to time by the assistant superintendent under the approval of the superintendent, and for the carrying out in detail of all of the policies of the superintendent or his assistant, together with their special directions for the care and treatment of patients in the application of all remedial agents in use by the medical service of the institution. Their engagement is for a service practically continuous, and they shall be required to be on active duty from 8:00 a. m. to 5:00 p. m. of each day and shall be subject to call whenever their services may be required at any other hour of the day or night.

It shall be their duty to visit each ward assigned to their care at least twice during the day and to spend in the wards under their immediate control as many of the remaining hours of active duty as may be taken from the other duties of their position. The visitation of wards is to be of such a degree of thoroughness as will enable the physician to know at all times that he has accurate knowledge concerning the mental state and physical condition of every patient under his care. Whenever it becomes necessary to administer to any patient food or medicine coercively, it shall be done only at the specific direction of the medical officer in charge, and then only in his immediate presence. In addition to the visitation to patients, it is required that they shall give constant attention to the cleanliness, order and ventilation of the wards under their care, and they shall require the charge nurses to report promptly to the proper department needed repairs of any nature. A frequent visitation to dining rooms during the serving of meals and an inspection of the food served, both as to quantity and quality, together with the thoroughness of its preparation and the character of the dining room service, shall be a special duty of physicians; if the service is found unsatisfactory in any particular, it shall be their duty to make report of same by word of mouth to the assistant superintendent.

The relation of this branch of the service is of such importance to the general success of the institution, that all its members shall diligently apply themselves to the obtaining of information as to the physical property, the mechanical equipment and the general activities and policies of the institution, and shall lend their efforts to its support in every reasonable way.

Assistant Physicians.

Assistant physicians are to be of a rank one reduced from that of physician, and all persons in this service shall be of equal rank. They shall be, as their title indicates, assistants to the superintendent, assistant superintendent and physicians, and shall be assigned to a service in harmony with their pre-

scribed duties. They shall in all instances carry out fully any directions given them by their superior officers in the medical service, and, so far as possible, contribute constantly to the care, comfort and welfare of the patients. Their engagement is for service and hours of duty similar to those of physicians.

Medical Internes.

Medical internes may enter the service in a manner prescribed by the rules of the Civil Service Commission, and the period of interneship shall be limited to one year of service, at the expiration of which a certificate of service shall be given by the Board of Administration, attested by the superintendent of the institution. Their duties shall be prescribed by the superintendent, and their hours of service shall be similar to those of physicians and assistant physicians.

Dentist and Dental Interne.

In accordance with general orders No. 71 and under the direction of the managing officer or the assistant superintendent, the dentist shall have entire charge of the dental work for patients and inmates of the institution. It shall be his duty to make an examination as to the dental needs of each patient or inmate received, within five days after admission, and to make report of such examination in the form provided for the permanent record in the case history or official record. It shall be his duty, with the assistance of his interne, if one is provided, to faithfully carry out the dental procedures necessary for the comfort of the patients with special reference to conserving teeth that may be benefited by treatment and subsequent repairing. The hours of duty for the dentist and interne shall be from 8:00 o'clock a. m. to 5:00 o'clock p. m. week days, and they shall be subject to call at any time by the managing officer or the assistant superintendent.

In order to secure uniformity in dental work done by dentists at the institutions under the control of this board, and charges made for same, the following rules and regulations are hereby published for the guidance of all concerned:

The work to be that usual in the practice of dentistry, consisting of extracting, cleaning and all

necessary treatments, amalgam and various cement fillings of the teeth, and repair of plates. All of this work to be given free to all cases, the same being service on an equal footing with that of the medical service.

Porcelain crowns (anterior) will be given free to patients or inmates on the recommendation of the managing officer.

In the discretion of the managing officer, plate work, etc., may be done, free of cost, to patients or inmates who are performing service in the institution. A record of this service to be made and filed with the case record or official record of the patient or inmate.

Gold work and plate work, in all cases, will be charged for extra at the following prices:

Gold fillings	$1 00
Gold crowns (incisors and bicuspids)	2 25
Gold crowns for molars	2 50
Bridge work at corresponding prices. (Bridge work to be recommended only in exceptional cases.)	
Plate work, per plate	3 50
(Excepting where gold clasp is used, when the extra cost for the clasp will be charged at the rates to be $0.75 to $1.00.)	

In special work recommended by friends of the patient or inmate, the prices to be agreed upon as near the above prices as practicable. The managing officer will notify relatives, conservators or friends two weeks in advance of the proposed special work needed for the patient or inmate. If no reply is made to such recommendation the work will be done by the dentist in the same manner and with the same material as that given in the ordinary routine of service.

Relatives, conservators or friends of the patient or inmate are free to have dental service performed outside of the institution, but such work must be done at their own expense, and the charges for the same are to be regulated by the dentist doing the work.

The income received from all charges for dental work shall be paid to the managing officer who will receipt for same, and by him transmitted monthly as miscellaneous receipts to the State Treasurer.

No work will be done by the dentist for employees excepting in emergencies, for which there will be no charge.

Dentists and internes employed by the month and giving full time between 8:00 o'clock a. m. and 5:00 o'clock p. m. on each week day will not be allowed to practice dentistry, excepting for patients or inmates of the institution as herein provided.

No dentist will be allowed to receive fees or honorariums unless same are submitted to the State Treasurer.

Records of the work performed by the dentist should be kept properly classified, and a copy of the same transmitted monthly, addressed to the Alienist, Board of Administration.

DENTIST AND DENTAL INTERNE.

Classification of work done to be as follows:
Name of patient and dates of service.
Number of patients examined.
Number of teeth extracted.
Number of teeth cleaned.
Number of teeth treated.
Number of roots filled.
Number of amalgam fillings.
Number of cement fillings.
Number of gold fillings.
Number of crowns, porcelain.
Number of crowns, gold.
Number of plates.
Summary of charges made for service.
Summary of free service.
Summary of expenses incurred, special.
Summary of expenses incurred, quarterly supplies.

PHARMACIST.

The pharmacist shall be a regularly licensed pharmacist under the laws of the State of Illinois, and in institutions where the services is not extensive enough to require the services of such pharmacist, all prescriptions must be filled by the physician who writes them.

The pharmacist shall be under the immediate direction of the assistant superintendent, and shall

have charge of all drugs, medicines and medical and surgical supplies; and shall promptly fill prescriptions and issue goods from the department upon proper prescrition or requisition. It shall be a special duty of the pharmacist to keep the assistant physician advised of any apparent excess in the issue of intoxicating liquors, sedative or narcotic drugs. Subject to the approval of the assistant superintendent, the pharmacist shall prepare estimates for the requirements of this department.

In accordance with General Orders No. 70, all pharmacists or officers in charge of the drugs and pharmaceuticals in the State charitable institutions under the control of the Board of Administration are hereby directed not to receive drugs or pharmaceuticals which do not conform with the specifications furnished by the Purchasing Committee of this board. No officer of an institution will be allowed to determine whether the brands of certain drugs or pharmaceuticals, other than those specified, are equal to those specified. All such articles will be rejected and the firm is to be duly notified, in the name of the Purchasing Committee, that the articles are held at the institution subject to its order.

Copies of specifications may be obtained upon application to the board at Springfield. If the specifications in any way appear to be ambiguous to the pharmacist or the responsible officer, then he is to obtain an interpretation from the Purchasing Committee.

A copy of this order is to be posted in the drug room or wherever the drugs and pharmaceuticals are stored.

The hours of duty shall be from 8:00 a. m. to 5:00 p. m. week days, but subject to call of the assistant superintendent at any time.

Stenographer for the Medical Service.

The stenographers for the medical service shall be subject to the detail of the assistant superintendent in answering correspondence concerning patients and in taking and recording examinations and case histories of patients. There shall be a sufficient number of stenographers provided, and it will be expected that the work in this department be kept up and

finished as nearly as possible to the close of business each day. The hours of duty shall be from 8:00 a. m. to 5:00 p. m. week days.

Clinical Clerk.

The clinical clerk shall be under the immediate direction of the assistant superintendent. The hours of duty shall be from 8:00 a. m. to 5:00 p. m. The duties of the position require a full and complete entry of every change or movement of patients. He shall have charge of all official records concerning patients, and shall aid the medical staff and the stenographers in obtaining necessary information from such records. It shall be his further duty to aid in the preparation of statistics and other information needed from time to time, and for the preparation of all reports from this department required by law or by rule of the administration.

The Nursing Service—Uniforms.

The uniform of the chief nurse shall be of white material, to be made in such style as shall be agreed upon between the superintendent and the chief nurse. She shall wear no cap.

The uniform for female supervising nurses shall be of white material, to be made in such style as shall be agreed upon between the superintendent and the chief nurse. They shall wear the cap of a graduate nurse, as hereinafter described.

The uniform of the charge nurse of a hospital or infirmary shall be of white material, to be made in such style as shall be agreed upon between the superintendent and the chief nurse. She shall wear the cap of a graduate nurse as hereinafter described.

The uniform for all graduate nurses, other than those above mentioned, shall be of the striped material prescribed by the Board of Administration, to be made in such style as shall be agreed upon between the superintendent and chief nurse. They shall also wear a white apron and bib and the cap of a graduate nurse, which shall be a cap of white material and style to be agreed upon between the superin-

tendent and chief nurse, and shall have a black band. This black band upon the cap shall be the special designation of the rank of graduate nurse.

The uniform for pupil nurses shall be exactly similar to that of graduate nurses, except that the caps shall be without the black band which is the badge of rank of the graduate nurse.

The uniform for attendants shall be exactly similar to that of pupil and graduate nurses, but without cap of any kind.

The uniform for male supervising nurses shall consist of a coat and trousers of a blue material, quality of goods and style of making to be agreed upon between the superintendent and chief nurse, and a vest of white material. The buttons for the coat shall be of brass and bear on their surface the word "Illinois." The buttons for the vest shall be of mother-of-pearl, and removable. The shoes worn while on duty shall be black and always neatly polished.

The uniform for male graduate nurses shall consist of a white duck coat of military cut, to be of ample proportions and neatly made; the trousers shall be of a dark material, closely approaching black, neatly cut and at all times worn supported by suspenders or braces. The shoes are to be black and always neatly polished. Male graduate nurses shall wear in the left lapel of the coat a button on the surface of which is a red cross, this to be the special designation of the rank of graduate nurse.

A male charge nurse of a hospital or infirmary for male patients, may, on the approval of the superintendent, wear a uniform exactly similar to that of the male supervising nurses, but shall also wear the red cross button in the left lapel. In the summer season this nurse may wear a uniform entirely of white, with the red cross button.

Male pupil nurses and attendants shall wear the uniform described for graduate nurses, but shall not be entitled to wear the red cross button.

It shall be required that in so far as the duties of the service will permit, each employee in the nursing service shall be in full uniform during the entire hours of duty.

Service Stripes.

When a male employee shall have completed five years of service in the nursing force of the institution, he shall be entitled to wear upon the left sleeve of his uniform coat and extending from the inner to the outer seam, a red stripe three-eights of an inch in width, material for which shall be furnished by the Board of Administration. For each additional five years of service he shall be entitled to wear an additional stripe in like manner on the left sleeve of his uniform coat.

When a male employee shall have completed one year of service in the nursing force of the institution and presents credible evidence of service in any similar institution, either in America or any foreign country, he shall then be entitled to wear the service stripes indicating the total number of years he has served in such institutions.

When a female employee shall have completed five years of service in the nursing force of the institution, she shall be entitled to wear upon the upper side of the left sleeve of her uniform, a white chevron with a red stripe thereon, design and material of which shall be provided by the Board of Administration, and each additional five years of service shall be indicated by an additional stripe. When the employee entitled to wear a chevron is a graduate nurse, a red cross shall also be placed upon the chevron.

When a female employee shall have completed one year of service in the nursing force of the institution and presents credible evidence of service in any similar institution, either in America or any foreign country, she shall then be entitled to wear the chevron with service stripes indicating the total number of years she has served in such institutions.

Chief Nurse.

The engagement of the chief nurse is for service that is continuous. The hours of active duty shall be from 7:00 a. m. to 6:00 p. m. She shall be under the direction of the assistant superintendent, subject to the approval of the superintendent. It shall be

her duty to take charge of the entire nursing service of the institution, and all the employees in this service are subject to her assignment. She shall assign the supervising nurses to an equitable division of the labors of supervision and require them to keep an accurate account of current supplies for ward use and of ward furnishings; and to supervise the reception, marking and care of patients' clothing; and to see that no waste is permitted in any department of the service requiring the use of supplies. She shall further require a supervising nurse to be present at the reception of each patient and to remain with and in the presence of such patient during the entire process of reception, including bath, reclothing or assigning to bed, as the case may require; it being the intent of this rule that there shall be a constant and effective supervision of the management of patients during a period wherein often arises resistance on the part of the patient which leads to violence, to prevent the occurrence of unusual or unnecessary friction.

The chief nurse shall be responsible for the carrying out the directions of the superintendent and the assistant superintendent concerning the housekeeping, cleanliness, sanitation and general management of all the wards under her care, as well as the general and medical care and treatment of the patients. She shall require all charge nurses to execute faithfully every direction and order given them by the superintendent, his assistant, or any physician in the medical service.

She shall be the principal of the school of instruction for attendants and of the training school for nurses.

Supervising Nurses.

After the adoption of these rules and regulations, supervising nurses shall occupy the position hitherto known as supervisor and supervisoress. They shall be graduates of a training school for nurses, of a hospital for the insane, or of a general hospital. They shall be under the immediate control and direction of the chief nurse, subject to the approval of the superintendent and assistant superintendent, and shall perform the duties assigned to them by the

chief nurse. Their engagement is for a service that is continuous, and they shall present themselves in uniform for duty at the rising hour each day and be present and in constant supervision of the department assigned to their care until the patients are seated for their morning meal. They shall spend practically all of their time in the department assigned for their supervision, and shall fully carry out every direction given them by the chief nurse.

Charge Nurses.

Charge nurses shall be graduates of a training school for nurses, of a hospital for the insane, or of a general hospital. They shall be under the immediate control and direction of the chief nurse, subject to the approval of the superintendent and his assistant, and shall perform every duty assigned to them by the chief nurse. Their engagement is for a service that is continuous, and they shall present themselves in uniform for duty at the rising hour each day. In addition to the ordinary obligation which a charge nurse owes the institution and its nursing department, charge nurses shall be held personally responsible for the execution of every order of the medical department pertaining to the wards or patients under their charge and for the kindly and considerate treatment at all times of the patients entrusted to their care. They shall have direct charge, and consequent responsibility, for the condition of cleanliness and order of their wards and of the patients therein and their clothing, and shall require helpful service and obedience from all nurses, pupil nurses and attendants who may be assigned as their assistants.

Nurses.

Nurses shall be graduates of a training school for nurses, of a hospital for the insane, or of a general hospital. They shall be under the immediate control and direction of the chief nurse, and their assignment to place of duty may be for any length of time required by the chief nurse. They shall faithfully aid in all of the work of the department to which

they may be assigned for duty and they shall be responsible to the charge nurse for such work as may be assigned them.

Pupil Nurses.

Pupil nurses shall be those employees of the nursing force who have completed the course of instruction prescribed for the school of instruction for attendants and are selected to take the course of training in the training school for nurses. They shall be under the immediate control and direction of the chief nurse, and during the course of training shall be subject to such detail and assignment to duty as the course of study or the judgment of the chief nurse may require.

Attendants.

All employees engaged in the nursing service who have had institution experience, as evidenced by a certificate of attendance upon a course of instruction of a school of instruction for attendants, shall be assigned to duty without detail to further attendance upon such course of instruction. All others will be required to take up the course as prescribed for the instruction of attendants and to carry it on in such manner as may be prescribed by the assistant superintendent and the chief nurse during the period of their first year of service. At the expiration of this period, if deemed worthy by the superintendent, they shall be given a certificate which shall render them eligible for selection to take the course in the training school for nurses.

All attendants shall be under the immediate direction of the chief nurse and shall faithfully carry out every direction given them by supervising nurses or charge nurses.

Booklet of Instructions.

On Jan. 1, 1910, at the taking effect of this set of rules and regulations, each employee then in the service, and thereafter those who enter the

service, shall receive from the superintendent, and give him their receipt therefor, a booklet concerning the conduct and relation of employees toward patients. This is for the special guidance and instruction of those employees who are entrusted with the immediate care of patients and who work in any department with patients as helpers. All employees shall be held to a strict accountability for any failure to follow out the rules and directions therein given for their conduct and relations toward patients.

The Business Administration.

The business administration shall be under the general direction of the chief clerk, subject in all things to the approval of the superintendent. The chief clerk is charged with the accounting of every nature concerning the institution's business activities. At the direction of the superintendent, he shall prepare, in the form and manner prescribed by the Board of Administration; the monthly estimates for supplies, estimates for such longer periods as may be required, and such special estimates as the business conditions of the institution may demand from time to time. He shall also prepare in such form and manner as may be prescribed from time to time by the Board of Administration, the necessary financial reports, including the quarterly, annual and biennial reports. When the vouchers covering any period of business have been fully prepared, and approved by the superintendent, it shall be the duty of the chief clerk to forward both the original and duplicate vouchers to the fiscal supervisor of the board of administration in Springfield and to retain the triplicate vouchers in the files of the institution.

It shall be the duty of the chief clerk and some other employee, to be designated by the superintendent, to make application for a commission as a notary public, that acknowledgments of every nature required in the business affairs of the institution may be made without charge.

It shall be the duty of the chief clerk to require all clerks and stenographers except those in the medical service, to perform such duties as the prompt execution of all business transactions may require.

He shall maintain an effective supervision over the store, and be constantly advised of the receipt and disbursement of supplies of every nature, and at frequent intervals shall inspect, check and approve the store room accounts. He shall require of the farm and garden departments, together with their subdepartments, such reports as to farm and garden products used or consumed by the institution as will enable him to open and constantly keep a comprehensive system of accounting with these departments. When required by the superintendent, the general duties of the position ordinarily known as "steward" may be assigned to him, the duties thus assigned from time to time to be clearly defined and set forth in the special order issued by the superintendent.

The Store.

The store shall be under the immediate charge of the storekeeper, who shall be a bonded official, giving such bond as may be required by the Board of Administration. He shall be held responsible for the receipt, safe-keeping and proper issue of supplies of every nature. Nothing whatever shall be issued from the store except by requisition drawn upon the regular form and signed by the superintendent. He shall keep the store room accounts in the form and manner prescribed by the Board of Administration, and such accounts shall be kept up to the close of business each day, that balances of every commodity on hand may be quickly ascertained. He shall, at least once each quarter, make report to the Board of Administration of all supplies received and issued during the quarter, together with balances of commodities on hand, on the forms prescribed by the Board of Administration.

The Industrial Service.

The system of accounting in the industrial service shall be under the immediate supervision of the chief clerk. Complete records shall be kept for each subdepartment in the form and manner prescribed by the Board of Administration showing materials received and articles manufactured and delivered to

the store of the institution, or to any person authorized by the superintendent to sell the same; together with amount of loss or waste of raw materials and the balance of materials on hand. These departments will make out quarterly reports which are to be filed with the Board of Administration at the time the regular quarterly statement is filed.

The industrial teacher shall have charge of the industrial employment of female patients and shall take up and carry out such work of manufacture, including fancy work and repair and mending, as may be required from time to time by the superintendent.

The shop foreman shall have charge of the industrial employment of male patients. He shall be responsible for the care and use of all materials, supplies, tools and fixtures of the shop.

The Domestic Service.

The domestic service shall be under the immediate direction of a chief housekeeper, with such assistants as may be required for the successful carrying out of this work. All of the housemaids and dining room helpers, other than those engaged in the service of patients, shall be under her immediate charge and supervision, subject to such sub-division as the superintendent may from time to time direct. The chief housekeeper shall have special supervision of the laundry, and the manner of handling clothing; especially the care of clothing against damage by employees or patients during the process of laundering; and the supervision must be kept up daily and reports of inefficiency, carelessness or neglect are to be made to the superintendent daily. Where institutions maintain a kitchen for the preparation of food for the officers and employees, or where a department of a general kitchen is set apart for this special service, the chief housekeeper shall have charge of all its activities. She shall prepare bills of fare and submit them to the superintendent at such times and covering such periods as he may from time to time require; when these have been approved by the superintendent, it shall be her special duty to see that they are faithfully followed out.

The Culinary Service.

The culinary service shall be under the immediate charge of a dietitian, who, subject to the approval of the superintendent, shall prepare estimates for food supplies and requisitions upon the store for their delivery to the various kitchens. The dietitian shall present to the superintendent, at such times as may be directed, a bill of fare for whatever period may be agreed upon and when same has been approved by the superintendent, it shall be the duty of the dietitian to personally supervise the preparation of the food and its delivery to the various dining rooms of the institution. To this end, the dietitian shall have under immediate control all of the cooks, assistant cooks, and helpers in the various kitchens, together with the baker and his assistants, and the pasteurizer, and shall require all of them to perform such duties as may from time to time be delegated by the superintendent.

The Coachman.

The coachman shall be under the immediate direction of the superintendent and shall have entire charge of the coach barn, driving horses, carriages and vehicles used in the driving department. Under the direction of the superintendent, he shall give efficient care to all of the animals in the department and to all of the equipment, keeping it in a high state of order and repair. Where the institution owns an automobile for passenger or truck service, the coachman shall be charged with its care and management, and shall report from time to time to the chief engineer any mechanical defects which require repair.

Automobiles.

The following order (No. 74) is hereby published for the guidance of officials and employees at institutions owning and controlling automobiles:

1. All automobiles, owned by the State charitable institutions, under the control of this board, shall be operated exclusively for carrying on the business of the institutions and for the judicious use of the man-

aging officers and their families within the counties in which the institutions are located, but not outside of the counties, unless special permission is obtained from the Board of Administration.

2. The managing officers of the institutions will be held responsible for the wear and tear of the automobiles and shall not permit them to be used excessively. They shall not be used for returning escaped patients. Passenger cars are not to be used for hauling express, baggage or freight. The chauffeurs, or whoever the managing officers may place in immediate charge of the machines, shall keep a detailed record showing the amount of gasoline used monthly together with a detailed account of repairs. This record shall be open for inspection by any member of the Board of Administration, or representative thereof.

3. The managing officers of the institutions are directed to deliver a copy of this order to the chauffeurs, or whoever they may place in immediate charge of the machines, and the secretary of this board is directed to furnish a copy of this order to the State Civil Service Commission.

The Mechanical Department.

The mechanical department, as set out under that head in these rules, shall be under the immediate control of the chief engineer, subject to the approval of the superintendent. When in his judgment, the service may be better carried on, the superintendent may from time to time, make special directions for the carrying out of the institutions' activities in this department through the heads of the various subdepartments under the chief engineer. The chief engineer shall be held responsible for the condition of the mechanical equipment of every nature and he shall be charged with the care and efficiency of operation of the steam, water and power plants, together with the plumbing and electrical equipment; and shall maintain a constant supervision over the sewerage system and have the necessary cleansing and flushing done at regular intervals and may be required by the conditions at the institution.

It shall be his special duty to require the heads of all departments under him carefully to inspect and keep in as good a state of repair as may be all of the appliances of every nature in this department.

The Farm Department.

The farm department shall be under the immediate control and management of the head farmer, with his assistants under the direction of the superintendent, shall carry out all of the plans prescribed from time to time by the Board of Administration. He is charged with the special duty of inspection and the efficient operation of the dairy and the poultry department, and shall have charge of all the live stock, vehicles and implements of every nature used in carrying on the farm department. Under the direction of the superintendent, he shall apportion the teams and vehicles to the garden and grounds in an equitable way that these departments may always be supplied with the necessary equipment for carrying on their work.

The Garden Department.

The garden department shall be under the immediate supervision of the head gardner, who shall, under the direction of the superintendent, plan and arrange for the use of garden products in such a way as to secure the best results for the benefit of the institution.

When, in the judgment of the superintendent, it is necessary to engage the services of a florist and landscape gardener, such florist shall have charge of the greenhouses, lawns, drives and walks, together with the trees, shrubs and flowers, and the general ornamentation by such agencies. Under the direction of the superintendent, he shall carry out all of the duties of this department as may be from time to time prescribed, and he shall perform such other duties as may be delegated to him by the superintendent.

Farm and Garden Products.

All products of the farm or garden to be used for the consumption of the institution shall be delivered at whatever place may be designated by the dietitian, and upon their delivery a receipt in such form as may be prescribed by the chief clerk shall be given therefor, either by the dietitian or the storekeeper, and such receipts shall be filed with the chief clerk.

Patient Help.

The employment of patients in the various departments of the institution service is necessary to the successful and economic administration of its affairs. The detailing of patients to the various departments as helpers will be at all times subject to the approval of the superintendent, and the requirements shall be of such a nature as shall not become burdensome to the patient detailed to the service. It shall be kept constantly in mind that in employing patients in a helpful service, the institution has a pecuniary gain, but that primarily, the patient's welfare shall have every consideration and the labor shall not be of such nature as will be burdensome or exhausting. The head of every department, with the sub-heads, who have patient labor detailed to them will be held strictly accountable for the care and supervision of patients so detailed, and for their kindly and considerate treatment, and all employees who have patients assisting them shall be required to work with the patients rather than to observe and direct the patient's labor.

3 0112 061925100